

North West Residential Support Services Inc.
Induction

COVER LETTER

Number: <3>/Effective: <June> <2018>/Replaces: <2>/Review: <January> <2020>

When a specific home or location has been chosen for your orientation/trial you will be asked to sign off on the **Orientation-Induction-Performance Checklist** for your work location.

During the eight week orientation/trial period you are required to read and understand the documents in the following folders on the website www.nwrss.org.au

**Policies and Procedures
Guidelines for Quality**

You will be assessed on this information at the end of your orientation trial and your general understanding of this material will determine whether you remain on as an employee.

There is a lot of other information on the website that you should also study over time.

Please follow these instructions for signing off on this induction package:

1. Operational Handbook

Go to the website and read this book so you can sign off on the Orientation-Induction-Performance Checklist

2. Employment Contract

Read the contract and return a signed copy. Keep a copy for your own records.

3. Position Description

Read the position description that was provided in your recruitment documents and return a signed copy. Keep a copy for your own records.

4. National Police Record Check

Provide a check that is less than three years old. An application is included in this package if you don't have one.

Complete and return the Statutory Declaration and a copy of the application if you have applied for and are waiting for this check.

5. Working with Vulnerable Person's Check

Provide a copy of this check. The information you need for obtaining this check can be sought from Service Tasmania. The application refers to working with children. This is the same requirement for other vulnerable people.

Provide a receipt for your Working with Vulnerable Person's Check if you have applied for and are waiting for this check.

6. Payroll Authority

Complete, sign and return this document.

7. Superannuation

Sign and return the document that relates to your situation.

8. Tax File Declaration

Provide a Tax File Declaration. This form can be downloaded from the Australian Tax Office website.

9. Orientation-Induction-Performance Checklist

Keep this with your documents for your orientation/Induction

10. Employee Confidentiality Declaration

Read the declaration and return a signed copy. Keep a copy for your own records.

Remember – You will have to show your understanding of our policy on Preventing & Responding to Abuse to get a start with NWRSS

Remember – You will have to show your understanding of our policy on Restrictive Interventions to get a start with NWRSS

You will not be able to start your orientation until all completed documents are received.

It is advisable to retain a copy of all documents for your own reference.

Alterations and additions to the website will be emailed to you through the Staff Information Sheets.

With some mailed items there will be a delivery receipt or declaration to sign and return as confirmation that you have received, read and understood the material. Declarations and receipts can be returned with time sheets.

If you wish to salary sacrifice, contact Advantage Salary Packaging on their website.

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